

HEADQUARTERS  
UNITED STATES EUROPEAN COMMAND  
UNIT 30400  
APO AE 09131-0400

STAFF MEMORANDUM  
NUMBER 30-10

14 August 2003

**PERSONNEL**

Civilian Manpower Overhire Requests

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1. **Summary.** To prescribe procedures governing Civilian Manpower Overhire Requests utilizing temporary and term appointments.
  2. **Applicability.** This Staff Memorandum applies to all activities of United States European Command.
  3. **Internal Control Systems.** This Directive contains internal control provisions and is subject to the requirements of the internal management control program.
  4. **Suggested Improvements.** The proponent of this Staff Memorandum is ECCS.
  5. **Reference.** Chief of Staff Memorandum, Subject: Headquarters USEUCOM Manpower Review Board, 16 November 2000.
  6. **Policy.** Civilian Temporary and Term Employees address temporary workload and personnel shortages when needed to support the USEUCOM mission. An “overhire” position is one that is not identified as authorized and funded on the Joint Table of Distribution (JTD). It is USEUCOM’s policy that manpower requests not authorized on the Joint Table of Distribution (JTD) are filled on a temporary or term basis. This policy provides a process for validating, resourcing and tracking the following supplemental manpower requirements.
    - a. Term Employees are appointed when needed for a period of more than one year-but not more than four-years. Reasons for making a term appointment include, but are not necessarily limited to: project work, extraordinary workload, scheduled position abolishment, or reorganization. Term Employments for over one year will be revalidated annually to determine if continued employment is required. Term employment ends on the expiration of his/her term appointment or when the service is no longer required.
    - b. Temporary Employees are appointed when needed to fill a short-term position not expected to last more than one-year. The appointment may be extended up to a maximum of one additional year (24 months total). Reasons for making a temporary appointment include, but are not necessarily limited to: seasonal work, project work which is not cost effective for contracting, and to accommodate short-term absences of permanent employees from the workplace. Temporary employment automatically ends on the expiration of his/her term of employment or when the service is no longer required.

7. **General.** Effective immediately, Term/Temporary Employment Requests and extensions of existing overhire term/temporary positions must be submitted 90-days prior to the proposed start date. Term/Temporary Employment Requests must be accompanied by a written plan explaining the requesting agency's long-term solution to the manpower shortfall. Directorates and Staff Offices must continually review existing and projected mission workloads to ensure valid use of this temporary-fix mechanism. Following are the responsibilities for those concerned.

a. Directorates.

(1) Complete the required justification and documentation in Enclosure 1 for requesting overhire positions.

(2) Obtain Director, Deputy Director, or Staff Office Chief signature for requesting overhire employment.

(3) Forward Term/Temporary Employment Request to ECCM.

(4) For approved Term/Temporary Employment Requests, initiate your request for personnel actions (RPAs) in coordination with your local Civilian Personnel Advisory Center (CPAC).

b. ECCM.

(1) Review the Term/Temporary Overhire Request for available funding.

(2) Complete block II of the Request form and forward to ECJ1-PM. Inform the requesting directorate of available funding decision.

(3) Maintain a list of all approved Term/Temporary overhire requests with their approved funding periods. Do not obligate funds beyond the approved funding period if an extension request is not timely submitted by the employing directorate and approved using procedures outlined in this Staff Memorandum.

c. ECJ1.

(1) ECJ1-PM reviews the Overhire Request for:

(a) Mission essentiality and impact.

(b) Outlined duties and responsibilities.

(c) Workload requirement, justification and the other possible workload management options available to the directorate.

(d) Assigned strength of requesting directorate or Staff Office.

(2) Staffs the request with the directors/members of the EUCOM Manpower Validation Board (each have one vote) for recommended decision. Voting Members include: ACOS (representing the Special Staff and the Marshall Center), ECJ1, ECJ2, ECJ3, ECJ4, ECJ5, ECJ6, ECSO.

(3) Submits board recommendations through ECJ1 to the COS for decision.

(4) Distribute/process decision package to appropriate staff/directorates.

(5) ECJ1 will maintain an active file of all approved civilian overhire requests.

d. ECCS.

(1) COS approves or disapproves.

(2) Decision package is returned by ECCS SJS to ECJ1 for distribution for action.

e. Extensions of approved Temporary/Term overhire requests are not automatic. Directorates must submit extension requests with justification using the form at Appendix A 90-days prior to the expiration of the approved term or temporary employment period. Additionally, the employing Directorate must have initiated the long-term solution plan submitted with the original package, if applicable, in order to be eligible to request an extension.

FOR THE COMMANDER:

OFFICIAL

JOHN B. SYLVESTER  
Lieutenant General, U.S. Army  
Chief of Staff

DANIEL A. FINLEY  
MAJ, AG  
Adjutant General

Appendixes:

- A - Term/Temporary Employment Process Worksheet.
- B - Term/Temporary Employment Package Requirements
- C - Term/Temporary Employment Process Flow Chart.

DISTRIBUTION:

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REQUEST FOR CIVILIAN TERM/TEMPORARY OVERHIRE																																																																											
I.	TO:				FROM:			DATE (YYYYMMDD)																																																																			
<div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;"> <input type="checkbox"/>            TEMPORARY         </div> <div style="text-align: center;"> <input type="checkbox"/>            TERM         </div> </div> <div style="display: flex; justify-content: space-around; align-items: flex-start; margin-top: 10px;"> <div style="text-align: center;"> <input type="checkbox"/>            REQUIREMENT(S) BE EVALUATED TO            ESTABLISH VALIDITY FOR HIRE:         </div> <div style="text-align: center;"> <input type="checkbox"/>            INITIAL HIRE         </div> <div style="text-align: center;"> <input type="checkbox"/>            EXTENSION         </div> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th rowspan="2" style="width: 10%;">ORGANIZATION PARAGRAPH</th> <th colspan="2" style="width: 15%;">AUTHORIZED STRENGTH</th> <th colspan="2" style="width: 15%;">ASSIGNED STRENGTH</th> <th rowspan="2" style="width: 15%;">DUTY TITLE</th> <th rowspan="2" style="width: 10%;">SKILL</th> <th rowspan="2" style="width: 10%;">NUMBER REQUIRED</th> <th colspan="2" style="width: 20%;">PERIOD OF HIRE (YYYYMMDD)</th> </tr> <tr> <th style="width: 5%;">CIVILIAN</th> <th style="width: 5%;">MILITARY</th> <th style="width: 5%;">CIVILIAN</th> <th style="width: 5%;">MILITARY</th> <th style="width: 10%;">FROM</th> <th style="width: 10%;">TO</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>										ORGANIZATION PARAGRAPH	AUTHORIZED STRENGTH		ASSIGNED STRENGTH		DUTY TITLE	SKILL	NUMBER REQUIRED	PERIOD OF HIRE (YYYYMMDD)		CIVILIAN	MILITARY	CIVILIAN	MILITARY	FROM	TO																																																		
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<p><b>B. JUSTIFICATION:</b> (Must be adequate to support request and as a minimum provide answers to questions listed below)            ADDITIONAL SUPPORTING JUSTIFICATION MAY BE CONTINUED ON BLANK SHEETS, AS REQUIRED.</p>																																																																											
DATE (YYYYMMDD)			TYPED NAME AND GRADE OF DIRECTOR OR STAFF CHIEF																																																																								
<p>(1) FOR WHAT SPECIFIC WORKLOAD WILL THE OVERHIRE BE USED?            (2) WHAT MANAGEMENT ACTIONS HAVE BEEN TAKEN TO ACCOMMODATE THE WORKLOAD FROM EXISTING RESOURCES?            (3) IS THE REQUIREMENT A TEMPORARY, PEAK WORKLOAD, SHORT TERM SPECIAL PROJECT, SEASONAL WORKLOAD, ETC?            (4) COULD MILITARY PERSONNEL FROM OTHER LESS ESSENTIAL OR LESS BUSY ACTIVITIES BE TEMPORARILY DETAILED FOR 90 DAYS OR LESS?            (5) COULD CIVILIAN OVERTIME BE USED?            (6) IS THERE A BACKLOG OF WORK?            (7) ARE FUNDS AVAILABLE WITHIN THE ORGANIZATION TO COVER THE OVERHIRE REQUIREMENT?            uUSEUCOM FORM 30-10, 15 August 2003</p>																																																																											

II.	TO: ECCM/J2	DATE (YYYYMMDD)
A. THIS REQUEST HAS BEEN REVIEW IT HAS BEEN DETERMINED THAT:		
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <input type="checkbox"/> REQUESTOR FUNDING AVAILABLE         </div> <div style="text-align: center;"> <input type="checkbox"/> COMMAND FUNDING AVAILABLE         </div> <div style="text-align: center;"> <input type="checkbox"/> NO FUNDING AVAILABLE         </div> </div>		
B. REMARKS		
DATE (YYYYMMDD)	TYPED NAME AND GRADE OF COMPTROLLER	
III.	TO: ECJ1	DATE (YYYYMMDD)
(Y/N)	CRITERIA:	REMARKS:
	Mission essentiality and impact statement	
	Duties and Responsibilities commensurate with skill and grade	
	Workload requirement, justification and other management options.	
	Assigned strength of requesting directorate or Staff Office.	
	Review Term Employment extension request for applicability.	
	Other:	
IV.	TO: Voting Members of EMVB	
DATE (YYYYMMDD)	ECJ2 TYPED NAME AND GRADE OF DIRECTOR	VOTE:
DATE (YYYYMMDD)	ECJ3 TYPED NAME AND GRADE OF DIRECTOR	VOTE:
DATE (YYYYMMDD)	ECJ4 TYPED NAME AND GRADE OF DIRECTOR	VOTE:
DATE (YYYYMMDD)	ECJ5 TYPED NAME AND GRADE OF DIRECTOR	VOTE:
DATE (YYYYMMDD)	ECJ6 TYPED NAME AND GRADE OF DIRECTOR	VOTE:
DATE (YYYYMMDD)	ECSO TYPED NAME AND GRADE OF DIRECTOR	VOTE:
DATE (YYYYMMDD)	ECJ1 TYPED NAME AND GRADE OF DIRECTOR	VOTE:
DATE (YYYYMMDD)	ACOS TYPED NAME AND GRADE OF DIRECTOR	VOTE:
V.	ECJ1 Remarks: (Consolidated input from voting members)	Recommendation: (Based on EMVB Votes) <b>Approve</b> <b>Disapprove</b>
VI.	TO: ECCS	DATE (YYYYMMDD)
DATE (YYYYMMDD)	ACTION: COS Decision	
	REQUEST APPROVED	
	REQUEST DISAPPROVED	
	REQUEST RETURNED	
DATE (YYYYMMDD)	TYPED NAME AND GRADE OF CHIEF OF STAFF	
VII.	TO: ECJ1	DATE (YYYYMMDD)
DATE (YYYYMMDD)	Distribution to: REQUESTOR      CPAC-PSM      ECCM	

## THE TERM/TEMPORARY OVERHIRE PACKAGE REQUIREMENTS

1) It is imperative that the requestor of excess billets and initiator of the package understand that ECJ1 has been tasked with validating all overhire request based on manpower impact and workload concerns. In accordance with HQ USEUCOM's policy, paragraph 3, "...Term/Temporary Overhire Requests and extensions must be submitted 90-days prior to the proposed start date for coordinating/approval process and must be accompanied by a written plan explaining the requesting agency's long-term solution to the manpower shortfall."

2) Review all documentation before submission, to ensure accuracy, brevity, and clarity of the data. Any questions that could potentially be asked should be explained fully in the justification or by providing additional supporting documents.

The following completed documentation must be included in the Overhire Employment request package:

FORMS	NOTES
1) Request for Overhire Worksheet	Request for Civilian Term/Temporary Employment
2) Standard Form 52	Request for Personnel Action (RPA) (DCPDS System)
3) Position Description or Core Personnel Document	
4) Organization Chart	Organization chart must clearly illustrate where overhire personnel will fit into the organization
5) Long term manpower solution plan	A written plan explaining long-term solution to the manpower shortfall. (Simply requesting permanent billet is not acceptable)
*6) Funds Authorization Letter	
*7) Any additional source documents (i.e. historical data)	

\* Optional documents

## Appendix C, SM 30-10, Term/Temporary Employment Process Flow Chart

